MCRM-ME   (40)   26 October 1999

MEMORANDUM FOR Commanders, MEDCOM MEDCENs/MEDDACs

SUBJECT: Army Medical Expense and Performance Reporting System
(MEPRS) Functional Policy and Guidance for Fiscal Year (FY) 2000

1. **Mandatory use of Standard Army Financial System (STANFINS)
functional cost account, MEPRS Codes, and special purpose
Pseudo-MEPRS Codes.**

     a. Effective 1 October 1999, all U.S. Army Medical
Department (AMEDD) activities (Medical Training Facility (MTF)
and non-MTF must align each of their Account Processing Codes
(APC) to a primary Health Care Functional Cost Account (FCA)
code in STANFINS. MEPRS Codes are already established as
primary FCAs beginning with "B_ _ _ " in STANFINS. As an
exception, when Army line asserts a priority requirement for the
STANFINS FCA field (e.g., FCAs for tactical support to Bosnia,
Hurricane Disasters, or such other Army Line FCAs), the MEPRS
Code will use the STANFINS Special Post Projects Field. In all
other cases, other STANFINS FCAs, such as those beginning with
"A _ _ _ ","C_ _ _ ", "D_ _ _ ", "E_ _ _ ", "F_ _ _ _ ", "G_ _ _
", "P _ _ _ ", "R _ _ _ ", "T _ _ _ ", and "Y _ _ _ _") , will
only be used by AMEDD activities as secondary FCAs (not primary)
or Special Post Project accounts.

     b. The FCA field in STANFINS is a five-position
alpha/numeric field. For MTF, the first position of the
STANFINS FCA begins with "B". This must not be confused with
the first position of a MEPRS Code, which might also start with
the letter "B". In STANFINS, "B" in position FCA field 1 of 5
denotes an "Army Medical Account". In MEPRS, a "B" in the
position 1 of 4 denotes a MTF ambulatory care account. The
Special Post Projects Code Field (SPPC) in STANFINS is six
positions long. In those rare cases where the MEPRS/Functional
Cost Account Code is temporarily shifted to the SPPC field in
STANFINS, a prefix sixth position must be added to create the

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SPPC. The added prefix will be "X". Thus a MEPRS Code of "AAAA", express as a Functional Cost Account Code of "BAAAA" in STANFINS would be "XBAAAA" in the STANFINS Special Post Projects field. When reported to EAS, "XBAAAA" will drop the "X" and appear as "FAAAA" on the TQFAVK report. The Expense Assignment System (EAS) "Record Type Identifier" "F" is then eliminated and the MEPRS Code "AAAA" remains in EAS.

   c. All Army MTF and non-MTF activities will map all of their APCs to a Primary Health Care FCA SPC as follows:

      (1) OASD(HA) Controlled STANFINS FCAs. BA*** through BV*** [where *** = the last three positions of a Department of Defense (DOD) MEPRS Code]. Regardless of the type or originating source of funds or activity concerned, all funds obligated or expended by the MTF will be assigned to an MTF APC code. That APC will be mapped in STANFINS by the MTF Chiefs of Budget and MEPRS to an appropriate MEPRS Code. As discussed above, the only authorized exception is when a line priority need occupies the STANFINS FCA field and the MEPRS Code is temporarily shifted to the Special Post Projects field.

      (2) MEDCOM Controlled FCAs are Pseudo-MEPRS Codes; not DOD MEPRS CODES. BW*** is reserved for future creation of standard, AMEDD unique pseudo-MEPRS FCAs by U.S. Army Medical Command (MEDCOM). Examples will include AMEDD centrally funded/managed costs which benefit MTF missions (e.g., AMEDD DFAS accounting costs, Management Headquarters Costs, etc.). The coding structure for BW*** accounts will be developed jointly by the MEDCOM Budget and AMEDD MEPRS Office.

      (3) Local MTF Use Pseudo-MEPRS Codes/FCAs. Should an occasion arise in which no DOD MEPRS Code or a MEDCOM assigned FCA applies, Army MTF may use STANFINS FCA code BY***. The default FCA is BYXXX. As a rule, BY*** codes will serve only as internal administrative accounts for drawing-off STANFINS "appropriations management" accounting transactions would inject erroneous data into MEPRS reporting. An example would include the temporary creation in STANFINS of duplicate and negative amounts resulting from receipt of TPC collections or other reimbursable activities. BY*** codes may also be used temporarily to identify and track discrete workloads, costs,

labor, or other data which is of unique and exclusive interest
to that MTF. BY*** codes will not be used in lieu of MEPRS
Codes or capture data to be reported by MEPRS.

        (4) AMEDD Activities which are not MTF. The MEPRS
reporting has historically applied only to fixed MTF. While
specifics are being worked, all non-TOE AMEDD activities will
eventually begin some form of DOD MEPRS reporting, at some
organizational level. Except for Medical R&D, for which
STANFINS has already assigned specific FCAs, all AMEDD non-MTF
activity APCs are to be mapped to FCA BZ*** (default BZXXX),
unless the APC is temporarily mapped to an Army line FCA. When
that is the case, the APC is to be mapped to the STANFINS
Special Post Projects field as BZ*** (default BZXXX) instead.
Development and management of the non-MTF FCA account structure
will be jointly regulated by the MEDCOM Budget and Army MEPRS
Program Offices.

        (5) STANFINS (the automated system) anticipates that all
OA 74 APC codes will be mapped a FCA code. Whenever it
encounters an OA 74 financial record in which the APC is not
mapped to a FCA code (B-A/B/C/D/E/F or G***, BW****, BY****, or
BZ****) or is diverted to the STANFINS Special Post Projects
Code field (as X-A/B/C/D/E/F/or G**, XY**** or XZ****) STANFINS
automatically creates a functional cost warning flag of BXXXX on
the TQFAVK file. (In MEPRS, this will appear as a MEPRS Code of
XXXX). This is not a FCA, a MEPRS Code, or a SPPC code. It is
solely a STANFINS "flag" indicating that an AO 74 financial
record and its dollar amounts as not being mapped to a FCA
code/MEPRS Code. This failure causes difference between dollar
amounts on the MTF's STANFINS 218 Report and the MEPRS financial
STANFINS input file TQFAVK. All associated costs are still
valid and will be counted as valid obligations/expenses against
the MTF, albeit erroneously identified in STANFINS. Its mapping
will be accomplished manually for that month's MEPRS reporting
purposes but must be corrected in STANFINS by the next month's
report.

        (6) No APC will be created, revised, or deleted by any
activity of an Army MTF unless that APC is first coordinated
with the MTF MEPRS Chief and then mapped by the Budget Chief to
an appropriate FCA/SPPC/MEPRS Code or to a BW***, BY*** or BZ***

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pseudo MEPRS Code in STANFINS. Failure to assure this will
cause mis-reporting of MTF cost data on the STANFINS TQFAVK
file. That STANFINS file is now used monthly by TMA for fund
certification purposes. It is also critical for Enrollment
Based Capitation (EBC) budget allocation and for EBC/TRICARE
pricing. MTF Compliance with this requirement will be a matter
of on-going special interest for internal reviewers and external
audits.

2. **MEPRS Functional Cost Codes for FY00**. The "EC" accounts
have been inactivated for FY00. Report all Free Receipts (Base
Support) using the "ED" accounts. The contract services
functional cost codes have also been inactivated. These codes
are EFB - Housekeeping Contract, EBG - Biomedical Equipment
Repair Contract, and EHB - Laundry Service Contract. You must
delete these codes from your ASD before October, accepting the
system default date.

3. **MEPRS Management Improvement Group (MMIG)**. The MMIG has
established mandatory guidelines, policies, and procedures for
the systematic review, validation, reconciliation, and auditing
of MTF source financial, workload, and personnel data reported
to MEPRS. At Encl 1 you find the Policy Letter for
Implementation of MEPRS Data Validation and Reconciliation as
well as the required reconciliation workbooks and templates for
inpatient, outpatient reconciliation, and the Army's MEPRS
Financial Reconciliation Process. Implementation of these
procedures is 1 October 1999.

4. **Workload Standardization**. The workload standardization
document that was disseminated by the subject working group a
few months back described the process for transforming the
measurement of Military Health System (MHS) MTF workload from
the existing systems to a re-engineered system for FYOO. Encl 2
contains draft guidance on implementing the "AZ" MEPRS cost
center codes. The MMIG continues to meet with the Unified
Business Utility (UBU) and the Workload Standardization Working
Group to finalize this issue. We will provide you the final
guidance once it is available.

5. **Depreciation**. Depreciation (Encl 3) is the systematic and
rational allocation of the cost of an asset over the useful life

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of the asset. Depreciation is captured and reported in MEPRS/EAS to allow for comparability of data with the civilian sector. For FY00 all MEPRS reporting sites must review their collection and reporting methods and ensure that the monthly recording of depreciation in both MEPRS/EAS is complete and accurate. Remember that the depreciation threshold is $100K and the Standard Element of Expense Code (SEEC) for Depreciation was changed to 31.30, effective in FY98.

6. **Expense Assignment System, Version IV (EASIV).** EASIV includes substantial enhancements that will make the system a fully integrated component of day-to-day MTF/DTF health care and resources management activities. EASIV will process data at the service unique code and DMIS ID level, provide greater flexibility in data entry and report generation, provide standard reports and the capability to generate user-defined reports, and provide the capability to determine the cost per product. EASIV is in the development phase of the Project Lifecycle. Fort Hood was designated as the Army's Beta site and has been conducting Beta testing since April 1999. Although there has been no official memorandum, the Business Area Managers were told the "quiet time" (Y2K moratorium on deployment) period is 15 November 1999 through 15 January 2000. We began EASIV implementation at Fort Sill 13 September 1999 and will resume full deployment in January 2000 beginning with Fort Belvoir. The latest EASIV deployment schedule is attached at Encl 4.

7. **05A - Army Medical Department Immaterial Code.**

   a. In 1999, the title "Commander," and the responsibilities that go with it, may belong to a member of any of the Army Medical Department's officer corps. A recently approved corps-immaterial command initiative has changed some long-standing practices.

   b. The Secretary of the Army Togo West approved the change in January 1999, culminating a four-year process of studies, plans, briefings and approvals.

   c. The Uniform Chart of Accounts Personnel Utilization System (UCAPERS) is addressing this issue by including 05A on

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the SSI/MOS Job Series Table for FY00. Commanders filling these
paragraph/line positions may be entered into the UCAPERS system
by using one of the following categories:

Branch: MC
SSI/MOS: 05A
USM CAT: 1P
JOB DESCRIPTION: AMEDD IMMATRL

Branch: MS
SSI/MOS: 05A
USM CAT: 5Z
JOB DESCRIPTION: AMEDD IMMATRL

Branch: AN
SSI/MOS: 05A
USM CAT: 3Z
JOB DESCRIPTION: AMEDD IMMATRL

Note: At the present time, the above selections are the only
selections available in the UCAPERS system.

    d. Questions regarding how this new classification is
entered into the UCAPERS system should be addressed to the Army
MEPRS Program Office @ DSN 471-9750 or COMM (210) 221-9750.

8. **UCAPERS SSI/MOS Job Series Table Changes for FY00.**

    a. The following UCAPERS changes should only be initiated
after September 1999 expense has been completed. Call the help
desk when September 1999 expense has been completed and they
will install the new table.

    b. In order to comply with the new Army EASIII/EASIV
requirements the SSI/MOS Job Series Table will be changed in the
current UCAPERS system to reflect an Alpha character in the 5th
position for enlisted ranks. If you have any enlisted (EL) or
Foreign Militiary (FM) personnel entered on your Master
Personnel File (MPF) with a numeric in the 5th position please
change the numeric to an an alpha character, i.e. 91B10 will
change to 91B1O, 71G20 will change to 71G2O etc.

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    c. In addition, Officers that have been entered with alpha characters in the 4th and 5th position will have to be changed on your MPF to reflect numeric characters, i.e. 67FOO will have to be changed to 67F00; 67AOO will have to be changed to 67A00 etc.

    d. Each MTF is responsible to notify the help desk COMM (210) 221-9761, or DSN 471-9761, when September 1999 expense has been completed so EDS can install the new table. Once the new codes are programmed into the EASIII/IV systems they will no longer accept the numeric codes and processing will result in errors.

    e. If you have any questions regarding this change please call the Army MEPRS Program Office @ DSN 471-9750 COMM (210) 221-9750 for more information.

Note: Do not implement these changes until after you have processed September 1999 expense and notified the help desk.

9. **UCAPERS Readiness Code Mappings.**

    a. There seems to be some confusion as to the appropriate readiness mappings on the UCAPERS Schedule Exception Code Table Listing. The following listing provides the correct mappings to the readiness codes on the table:

AOD	ADMIN OFFICER OF THE DAY	EBAA
CBC	COURTS/BOARDS/COMMITTEES	EBCA
CQ-D	CHARGE OF QUARTERS – DENTAL	CAAB
CQ-M	CHARGE OF QUARTERS – MEDICAL	EBCD
DIS	DESTRUCTION/INVENTORY/SURVEY	EEAA
FOD	FIELD OFFICER OF THE DAY	EBAA
FTX	FIELD TRAINING EXERCISE	GBAA
MASS	MASS CASUALTY	EBGA
MOBX	MOBILIZATION READINESS EXERCISE	GBBA
MTNG	MILITARY TRAINING	GCAA
NCOD	NON-COM OFFICER OF THE DAY	EBAA
PNS	PLANNING NATIONAL SUPPORT	GABA*
POR	PREPARATION OVERSEAS REDEPLOY	GAAA
PT	PHYSICAL TRAINING	GFAA

* National Disaster Medical System (NDMS) sites uses GGAA.

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If changes are necessary you can make the changes to the Extra Duty Exception Code Table Maintenance, and the APC/AMS/MEPRS Table Maintenance screens. Make sure that the APC and AMS Code mapping are correct before you make the changes.

10. **Readiness – GDAA**

    a. The readiness codes for Unit or Personnel Deployment has been revamped. When an individual is sent as backfill to another MTF due to deployment, use the appropriate GDA code. This will require reviewing your unit or personnel deployment codes (GDA) and making the appropriate changes. The Fourth Level Coding Document has been updated with the GDA codes and the descriptions for FY00. The Functional Cost Code (FCC) of GDA is not to be used for PROFIS Training or any other type of training. Use the appropriate GCA or GCB for readiness training. There is no longer a requirement to identify the physicians separately when they have been deployed, therefore GDAB is no longer used.

11. **Miscelleaneous Items**. Just a few reminders on items sent in prior year Guidance or Newsletters.

    a. The Performance Factor for EJAA was changed from Occupied Bed Days to Dispositions in FY99. This change required that you update your ASD to reflect SAS 007 instead of SAS 001 for inpatient administration (EJAA) expense allocation. Also, on SAS 018 ensure that you are reporting dispositions (total from SAS 007) against EJAA.

    b. The suspense for data submission from your MTF is 45 days after the end of each month.

OCTOBER   15 December
NOVEMBER   15 January
DECEMBER   15 February
JANUARY   15 March
FEBRUARY   15 April
MARCH   15 May
APRIL   15 June
MAY   15 July

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JUNE   15 August
JULY   15 September
AUGUST   15 October
SEPTEMBER   15 November

    c. Salaries for Non-Appropriated Fund (NAF) Employees. For those MTFs that have NAF employees, beginning in October include their salaries in your MEPRS data. Add the salaries for NAF employees through the Update Manual DES screen in EAS. Use the appropriate Program Element Code (PEC) for the Army Management Structure Code (AMSCO) associated with the workcenter in which the employee works. Use the Standard Element of Expense Code (SEEC) 41.10 and Free Receipts (FRER) for the Appropriation Code (APPROP). The Manual DES is cumulative but does not reflect the cumulative data on the screen. Report cumulative (year-to-date salaries) expenses on the Manual DES. Recommend a separate worksheet be developed for tracking of previously reported data. The worksheet should have both the monthly and cumulative totals.

        (1) The Civilian Personnel Office (CPO) should be a source of data for salary information. Most NAF employees are paid on a band schedule. If the CPO is unable to provide the specific salary required, the employee's supervisor should be able to provide the necessary information.

        (2) Both available and non-available time (salaries) should be reported for full-time NAF employees. If the part-time NAF employee is entitled to earn benefits, both the available and non-available time (salaries) should be reported, up to the limit of their part-time schedule. Part-time employees who do not earn benefits should have only the available time (salaries) reported.

        (3) All the FTEs associated with these salaries should already be captured through UCAPERS.

12. **Army Health Promotion and Wellness Programs – FBBP**. A new code has been established in order to account for the time and expenses expended in support of this function. The Functional Cost Code (FCC) or MEPRS code to be used is "FBBP"; there is NO Performance Factor. The FCC/MEPRS code (BHFA) currently in use

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will continue to be maintained for all direct patient care done by Community Health Nursing.

a. The FCC/MEPRS code "FBBP" can be utilized by all Health Professionals in the Army performing health promotion and wellness activities in the community of an army post, such as community health, health educators, and PPIP coordinators. The following elements will be included in this function:

Community Needs Assessment
Health Promotion Program Design
Marketing of health promotion Program
Co-ordination of Health Promotion Programs
Implementation of Health Promotion Program
Evaluation of health promotion programs to assess effectiveness and need for redesign to address the needs of the population served.

b. Examples of potential interventions performed during Health Promotion and Wellness activities are screenings (blood pressure, cholesterol), classroom teaching, one-on-one counseling, conducting self reporting tools, providing Line Commanders with a synopsis of his troops health and providing programs to help behavior change.

13. **Hearing Conservation Program.** Effective FY00 MEPRS will capture and report Hearing Conservation Program costs, personnel labor, and visit workload to MEPRS code "FBN", Hearing Conservation Program. The Hearing Conservation program has been separated from Audiology and Occupational Health for budget and accounting purposes. Encl 5 provides the MEPRS hearing Conservation MEPRS Code description and revisions to the Audiology and Occupational Health MEPRS Code descriptions, which previously included Hearing Conservation Program functions.

14. **WAM Templates FY00.** In order to create the SAS Detail File for FY00 the SAS Detail Create Option (SCRT) must be run. Do not run this option prior to 26 September 1999. The Master MEPRS update and the FY00 WAM Core File must be installed prior to running SCRT for FY00. These files are updated through the CHCS special release process just prior to the beginning of fiscal year.

a. When the SCRT option is selected the system verifies the following:

(1) WAM is activated for the Group and for any of its lower divisions.

(2) The MEPRS Parent field is populated with a Defense Medical Information System Identification (DMIS ID) that matches the Group ID.

(3) The WAM (NASDI) Core file for the new fiscal year has been installed.

(4) The SAS Detail file has not already been created for the new fiscal year.

Note: If a system check fails, Composite Health Care System (CHCS) displays a screen message and generates an associated (E)rror message in the WAM Exceptions Report under Category 14, SAS Detail File Activity.

b. CHCS creates the SAS Detail File for the indicated Group division (or lower division) for the new fiscal year, based on the following:

(1) Branch of service for the Group ID (or division).

(2) Guidelines for the branch of service in the WAM (NASDI) Core file (#8185) and the Business Rules file (#8185.3).

(3) Active MEPRS codes containing DMIS IDs in the MEPRS Codes file for the Group.

(4) WAM-activated divisions.

15. **CHCS MEPRS Code File.** Review the MEPRS code file and inactivate any MEPRS codes that are not needed in WAM prior to running the SCRT. After the SAS Detail File has been created, it is also necessary to inactivate all Receiving MEPRS Codes on the Performing MEPRS code SAS's that are not needed in WAM.

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16. **Inpatient Cost Pools.** The inpatient cost pools have been added to the CHCS/WAM FY00 Core Table utilizing SAS 151 to SAS 220. The inpatient cost pool SASs can now be populated by WAM for FY00. Ensure the Ward Location File contains the Ward Cost Pool. After the SCRT has been run for FY00, manually build the SAS's for the Inpatient cost pools using the SAS Detail Enter/Edit option.

Note: Review your EASIII ASD and Insure SAS's 151 to 220 are not used for anything besides Inpatient Cost Pools.

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                              /SIGNED/
6 Encls                       ROGER W. FOXHALL
1-5 as                        Colonel, MS
6.  TMA Financial Business    Assistant Chief of Staff
Rules Table                      for Resource Management
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